



Certificate of Occupancy Application

- ☐ Change of Business Name
- ☐ Change of Ownership
- ☐ Change of Occupant/Use
- ☐ Change of Tenant

City of Hutto Development Services
Building & Code Enforcement Division
210 US 79 East, Ste #103 Hutto, TX 78634
512-846-2640 Building & Code Enforcement
512-759-5962 Fax
building@huttotx.gov
www.huttotx.gov
www.mypermitnow.org

If your business is located in **Old Town**, be aware that projects at those addresses are subject to **HPC approval**. You do not need to complete this form if you are doing any construction work that will require a permit (such as walls or partitions, making additions and or renovations to the electrical, plumbing or HVAC system, signage, etc.) for any REMODEL/FINISHOUT/ADDITIONS you are required to submit plans for review and obtain a building permit. A Certificate of Occupancy will be issued after all inspections required for your project are passed. **If any work begins before a permit is issued, the City will order a Stop Work Order and you will be assessed double the normal permit fees. Please contact WCESD #3 at 512-759-2616 -fire inspections are required for a CO**

APPLICANT INFORMATION (authorized agent) This will be the City's official contact

Applicant Name _____ Business Owners Name _____
Business Name _____ Phone _____
Address _____ City, State, Zip _____
Email _____

PROPERTY INFORMATION

Zoning District _____

Business Address _____ Lease Space Sq Ft _____ No. of Restrooms _____

Type of Business _____ Use of Space _____ No. of Exits _____

Fire Sprinkler ☐ Yes ☐ No

Fire Alarm ☐ Yes ☐ No

Public Access to Restrooms ☐ Yes ☐ No

If yes, has to be equipped for handicapped

Will you be installing or displaying any signs? ☐ Yes ☐ No

If yes, a sign permit is required

PROPERTY OWNER INFORMATION

Name _____ Phone _____
Address _____ City, State, Zip _____
Email _____

APPLICANT/PROPERTY OWNER AUTHORIZATION

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and Ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give Authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant/Property Owner Signature

Applicant/Property Owner Printed Name

Date

FOR DEPARTMENT USE ONLY

Application Received	Received By	Approved to Issue By & Date Approved	Check # & Fees Paid	Permit Number
Occupancy Classification	Code Edition	Zoning Verified By & Date	Date CO Issued	Notes